

## Senior Assistant Administrative Officer – 3 Positions at Kwale County Government

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### Job Description

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Kwale County is located in south coast of Kenya.

### Requirements for Appointment

For appointment to this grade, an officer must have:

Diploma in any of the following disciplines: – Public Administration; Business Administration/Management, Community Development or any other Social Sciences from a recognized institution;

Served in the grade of Assistant Administrative Officer I or in a comparable and relevant position for a minimum period of three years;

Bachelor's degree in any of the following disciplines: – Public Administration; Business

Administration/Management, Community Development or any other Social Sciences from a recognized institution is an added advantage.

Supervisory Management course or equivalent qualification from a recognized institution

Certificate in computer applications from a recognized institution;

### Duties and Responsibilities

The Senior Assistant Administrative Officer shall be responsible to the Administrative Officer for the following;

The development of policies and plans;

Service delivery;

Developmental activities to empower the community;

The provision and maintenance of infrastructure and facilities of public services;

The county public service;

Exercise any functions and powers delegated by the County Public Service Board under section 86 of the County Government Act, ;

Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services.

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